



DEPARTMENT OF THE ARMY  
HEADQUARTERS AND HEADQUARTERS COMPANY, 22D SIGNAL BRIGADE  
UNIT 29500  
APO AE 09175-9500

AETV-SBH-CO

7 March 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter 16, Military Awards

1. All Soldiers and Civilians within this command will be recognized for their contributions.
3. Formal and timely recognition is appropriate to reward the positive behavior of an individual's contributions. Army Awards will be submitted utilizing the forms and procedures described in AR 600-8-22 and will be generally free of mistakes. Other awards will be in accordance with the approval authority's published guidance.
4. The goal is to present all departure awards 30 days prior to an individual's departure. Achievement awards should be presented not later than 20 days following the achievement. To ensure timely processing the following timelines will be adhered to:

LEVEL OF AWARD

MACOM or higher  
Corps Commander  
Brigade Commander  
Battalion Commander

DUE TO HHC, 22d Sig Bde PAC

120 days prior to presentation date  
100 days prior to presentation date  
75 days prior to presentation date  
60 days prior to presentation date

5. All awards submissions must contain a copy of the Hometown News Release either completed or signed by the Soldier or Civilian requesting it not be published.
6. Any award that is not submitted in accordance with this timeline requires a letter of lateness signed by the recommender.
7. If an individual is not recommended for an award, the first line supervisor will provide the command a memorandum identifying the reason.
8. EAGER ELITES!

CHARLES D. SMITH  
CPT, SC  
Commanding

Distribution:

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